



County of Los Angeles **CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN
Chief Administrative Officer

June 21, 2006

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

BUSINESS CONTINUITY PLANNING (BCP) – STATUS REPORT

On March 4, 2003, your Board directed the development of a Countywide Business Continuity Planning (BCP) program. There has been continuous work to complete BCP plans across all County departments. This is the quarterly report on our progress.

Since our February 9, 2005, status report, we have accomplished the following:

- My Office of Emergency Management (OEM) held a meeting for BCP Coordinators from all County departments on March 8, 2006. The meeting focused on confirming the status of departmental plans and the activity required to complete this phase of BCP plan development. An agreement was reached that detailed plans for critical services should be completed by June 1, 2006
- OEM and the Chief Information Office (CIO) completed a detailed Plan Completion Report in April and OEM distributed it to all department BCP Coordinators. This report allowed department BCP Coordinators to gauge their department's BCP plan writing activities and track their progress.
- I sent a memo to all department heads on April 20, 2006 asking them to support their department's BCP staff in completing and approving detailed plans by the June 1 deadline.
- OEM and CIO staff updated County executive management on BCP status through presentations at the following executive level meetings: County Emergency Management Council meeting on March 29, 2006, County Department Heads meeting on May 18, 2006, and the County Administrative Deputies meeting on May 24, 2006.

- CIO began negotiating with Strohl Systems to conduct an assessment of the BCP web-based software (Living Disaster Recovery Planning System- LDRPS). This software is used by all County departments for plan writing, and provides a standard template for all plans. The goal of the assessment is to ensure effective and efficient use of the LDRPS software.
- CIO established a schedule with Strohl Systems to train 15 OEM, CIO, and other key County staff from the nine lead emergency departments (departments that send representatives to the County Emergency Operations Center during an activation). This training will increase the number of staff providing technical support to department BCP teams.
- OEM scheduled three training sessions in May to support departments in completing their BCP plans by the June 1, 2006 deadline. Thirty-nine plan writers from various departments attended these training sessions. OEM continues to make the County Emergency Operations Center facilities available to all department BCP plan writers to work on their plans.
- As of this report, 29 County departments have completed BCP plans for their critical processes (23), or were given an extension (6) based on a significant time conflict which they communicated to OEM prior to June 1, i.e. department focus on June 6 elections. OEM is working with the remaining departments to aid them in completing their critical plans by July 14, 2006.

OEM and CIO personnel will continue to support departments as they write BCP plans for their critical business processes. Planning for the next phase of the program (Phase III) will address County government recovery needs caused by a large-scale event that would affect multiple departments.

Please direct questions regarding this report to Ian Whyte, in OEM, at (323) 980-2253 or Sir Clark, in CIO, at (213) 974-1739. I will provide an updated progress report by October 13, 2006.

DEJ:MB
IW:jl

c: All Department Heads
Board Emergency Preparedness Deputies